

**Internal Regulations of Studievereniging Corpus**

Established by the General Members Meeting

Version 1 – 5th of December 2019

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**House Rules of Studievereniging Corpus**

# **Association**

The association became established on 28-05-2004, in Eindhoven

### Article 1

These internal regulations are part of the statutes of the Study Association Corpus, as adopted on November 7, 2019.

1. The statutes and the Internal Regulations can be requested by anyone from the Secretary.
2. All statutes and Internal Regulations must be available in English from 2021.

### Article 2

1. In all cases not provided for in these regulations, the Board will decide.

### Article 3

1. The Board must ensure that the privacy of members, companies or other contacts is maintained.

1. The Board will not provide private information to third parties without the explicit consent of the person concerned.

1. The Board must sign a confidentiality contract at the beginning of the Board year, to protect the members.

## **Definition of terms**

### Article 4

In these regulations, the following definitions apply; Study association Corpus;

1. 'The association': Study Association Corpus;
2. 'The meeting': The General Members' Meeting.
3. 'The statutes': the statutes of the association;
4. 'The Board': the Board of the association;
5. 'The Board decision': the decision taken by a majority of the Board. When a Board decision concerns a member, this member will be notified in writing;
6. 'Members': the members of the association;
7. Committee': a collective within the association of members who are committed to the association on various fronts;
8. 'Sponsorship': an oral or written agreement made between the association and an external party;
9. 'Member Initiative': a possibility whereby a member can submit a proposal for an initiative to the Board, both online and offline in the idea box, which is subsequently organized and implemented by the member under the name of the association;
10. 'Lustrum': the moment at which the association's existence is celebrated, every 5 years.

# **Members**

## **Registration**

### Article 5

1. Students registered with Studielink can submit a request for membership. Teachers and alumni of the MIRT, speech therapy, podiatry, orthopaedic technology, physiotherapy, and physiotherapy English stream courses can request membership.
2. The Board decides on the admission of members. It can only refuse admissions stating reasons and only if the person does not meet the condition stated in the articles of association or if there are serious objections to this person and the Board does not consider admission desirable with a view to the interests of the association and its members.
3. An appeal can be made against this Board decision at the General Members' Meeting. The appeal must be dealt with at the next meeting.

## **Membership administration**

### Article 6

1. The Internal Affairs Commissioner is responsible for keeping the membership administration in codex and on the hard drive.

1. The members shall notify the Commissioner of Internal Affairs as soon as possible of all relevant changes to their data.

## **Contribution**

### Article 7

1. All members are required to pay contribution.

1. The annual contribution for all members is €15, -.

## **Termination of membership**

### Article 8

1. Termination of membership must be done in writing by means of a cancellation form or by sending an email to the Secretary, at least four weeks before the end of the association year.
2. When the membership is terminated during the association year, there is no possibility of restitution of (part of) the contribution.
3. The members are requested to indicate if they intend to terminate their membership before 1 June of the association year.
4. The cancellation form is provided by the Board when a member indicates that he/she wishes to make use of it.
5. If a membership card has been provided, this must be handed in. The membership card must be received by the Board within three weeks after cancellation. If the membership certificate is not handed in, the membership is not terminated.
6. If members do not cancel their membership after graduating, they will receive alumni status. This must be made known to the Board.

## **Disciplinary action**

### Article 9

1. The Board is authorized to take disciplinary measures against a member if they act contrary to the statutes, regulations, or decisions of the association or who unreasonably prejudices the association.
2. The Board is authorized to take disciplinary action against a member of legal age who supplies alcohol to a member under the age of 18.
3. The measures referred to in Articles 9.1 and 9.2 may involve payments of a sum of money and/or exclusion from one or more activities.
4. An appeal can be made against a disciplinary measure by the Board of Directors at the General Meeting of Members. The appeal must be dealt with at the next General Members' Meeting.
5. A fine must be paid within five weeks of notification to the member. If a member does not pay, the Board may suspend the member.

# **The Board**

## **Structure**

### Article 10

1. The Board consists of at least three members, including a Chairperson, Secretary, and a Treasurer.
2. The vice-Chairperson is one of the Board members (except the Chairperson) and will (partially) take over the duties if the chairman is not present.
3. Subject to the provisions of the articles of association, regulations or resolutions, the Board divides the tasks assigned to it among its Board members.

## **Board meeting and decision-making**

### Article 11

1. Dates for general Board meetings are announced to all Board members in writing or orally or in another way with confirmation at least one week in advance.
2. The provisional agenda for the upcoming general Board meeting must be announced to all Board members at least one day in advance.
3. Documents to be discussed during the Board meeting must be sent to all Board members one day in advance. All Board members prepare relevant documents.
4. Arriving late is permitted provided that an email has been sent to the Secretary at least one day in advance with a well-substantiated argument. The consequence of one unauthorized late arrival is equal to a line. At the beginning of the year, the Board agrees on what the return of 5 stripes is.

### Article 12

1. General Board meetings are closed meetings.
2. Everything discussed at the general Board meeting is confidential. Those present at the general Board meeting must guarantee this confidential nature.

### Article 13

1. The general Board meeting is chaired by the chairman. If he is absent, the Vice-President will take over.
2. The chairman is responsible for the smooth running of the general Board meeting.

### Article 14

1. The Chairperson must put all proposals to the vote. However, they have the authority, only in the interest of the association, to postpone the vote on a particular proposal for a maximum of one meeting.
2. If less than two-thirds of those entitled to vote are represented at a general Board meeting, the aforementioned resolutions will be provisional. In that case, the proposals must be put to the vote again in the general Board meeting immediately following the relevant general Board meeting. In the event that less than two-thirds of those entitled to vote are also represented, the decision taken on the proposals concerned is binding. In all other cases, the resolutions at the general Board meeting are binding, unless appealed to the general meeting.

## **Board Policy**

### Article 15

1. The Board is charged with writing a policy prior to the association year. This policy describes the spearheads for the association year.
2. The policy is presented by the Chairperson during the general members' meeting at the beginning of the association year.
3. The policy is signed by all members of the Board after the presentation during the general members' meeting at the beginning of the association year. If a signature of a member of the Board is missing, this will be communicated to the general meeting of members, stating the reasons.
4. At the end of the association year, the Chairperson reports on the implemented policy during the general meeting of members.

## **Board Tasks**

### Article 16

Chairperson:

1. Represents the association;
2. Is the official contact point of the association, also for the Board Members;
3. Is charged with leading the general members' meetings and the general Board meeting, ensures an orderly course and bears ultimate responsibility for this;
4. Organizes Board meetings and draws up an agenda for the Board meeting, at which each Board member is entitled to make proposals;
5. Makes a report of the past association year at the general members' meetings;
6. Stimulates the other Board members in the performance of their duties or tasks;
7. Coordinates the various administrative tasks;
8. Ensures that the registration with the Chamber of Commerce is transferred in the event of a change of management;
9. Is the official point of contact for Fontys and maintains contact.

### Article 17

The Secretary:

1. Is charged with reporting the Board meetings and the General Members' Meeting.
2. Is charged with managing the membership administration and all incoming and outgoing correspondence.
3. Convenes the General Members' Meeting.
4. Manages the archive containing all incoming and outgoing mail, minutes, and important documents.
5. Is charged with writing and sending written communication to, among others, the members with the aim of keeping abreast of matters and activities and providing important announcements.

### Article 18

The Treasurer:

1. Takes care of the financial resources.
2. Is the association's contact person for financial matters.
3. Is charged with preparing the financial documents in the Board meetings.
4. Is charged with drawing up the budget at the beginning of the financial year.
5. Is charged with drawing up the annual financial report at the end of the financial year.
6. Ensures the execution of the financial transactions related to the association and the recording of all transactions.
7. Takes care of the management and updating of the cash register and accounting.
8. Checks the financial policy of the committees.
9. Takes care of maintaining external contacts where financial matters are concerned.
10. Ensures that the bank registration is transferred in the event of a change of management.
11. Is charged with timely intervention if financial problems are expected.
12. Takes care of the bank card(s), which can never be used for private purposes and transactions.

### Article 19

Commissioner of Internal Affairs:

1. Is in charge of recruiting new members.
2. Is the general point of contact for the members.
3. Takes care of entering new members in the codex.
4. Is responsible for safeguarding the membership file.

### Article 20

Commissioner of External Affairs:

1. Is in charge of recruiting new sponsors.
2. Takes care of entering into partnerships with new sponsors and associations.
3. Maintain existing cooperation contracts and strengthen them where possible.
4. Guides the acquisition of acquisition and external contacts, such as sponsors, companies, and schools.
5. Is responsible for proposing speakers among the sponsors to the activities committee.
6. Is responsible for maintaining and approaching partners and external parties.
7. Is charged with the duties of Vice-Chairperson, who will take care of the responsibilities of the Chairperson as:
	1. The Association no longer has a chairman due to circumstances.
	2. The Chairperson is unable to carry out the duties referred to in Article 16.

### Article 21

All Board members are responsible for:

1. Complying with the Articles of Association, the Internal Regulations and management policy.
2. Training and induction of the successors for their management position.
3. Maintaining the social media.
4. Maintaining the website.

## **Advisory Board**

### Article 22

1. All old Board members are automatically installed in the Advisory Board. After 1 year, the old Board members can, upon request, be relieved of their duties as Advisory Board with effect from 2022

## **Cash control committee**

### Article 23

* 1. At the annual GMM at the beginning of the new school year, members should be asked if they are interested in joining the cash control committee.

# **General Members’ Meeting**

## **Convocation**

### Article 24

1. The Board convenes the General Members' Meeting. It does this in writing and at least fourteen days in advance.
2. Each committee must be aware of the obligation to present a semi-annual report to the General Members' Meeting as a committee.

### Article 25

1. The Board convenes the General Members' Meeting at least twice per association year and further as often as it deems necessary. The members are authorized to convene a General Members' Meeting by submitting a request by e-mail to the Secretary.

## **Attendance sheet**

### Article 26

1. The Secretary is responsible for drawing up and maintaining the attendance list.
2. All attendees sign the attendance list.
3. Members and committees must register a maximum of 48 hours before the start of the General Members' Meeting.

## **Permissions**

### Article 27

1. Each member is authorized to authorize another member to cast their vote in the General Members' Meeting. Only written authorizations with the signature of the authorizer are valid.
2. Each member may exercise a maximum of two authorizations.
3. Authorizations must be announced in the General Members' Meeting before the start of the deliberations, on pain of invalidity of the authorization.

## **Agenda and documents**

### Article 28

The agenda for the General Members' Meeting is announced to the members at least fourteen days in advance.

1. The documents that will be discussed at the General Members' Meeting are made available to the members at least seven days in advance.
2. Members may request items to be added to the agenda at the beginning of the meeting before the deliberations have begun. The Chairperson decides whether to actually add the proposed item to the agenda, but this is always done if the majority of the General Members' Meeting agrees.
3. PowerPoint slides of committees that have to present should be sent to the Secretary 7 days before the General Members' Meeting.
4. Decisions made during General Members' Meetings must be included in the “Decision List”. This document will be available in English only.

## **Voting on matters**

### Article 29

1. Voting on matters shall be by show of hands at the request of the Chairperson unless the General Members’ Meeting decides otherwise.

1. Each member votes with the words ‘for’, ‘against’ or ‘abstain’.

## **Voting about persons**

### Article 30

1. Voting on persons is done in writing, anonymously and in person, unless the General Member’s Meeting decides otherwise.

1. The Chairperson appoints a voting committee from among the members, consisting of at least two non-executive Board members, who are charged with recording the written votes. These members are therefore not authorized to vote.

1. The members vote by writing the words ‘for’, ‘against’ or ‘abstain’ on the ballot paper.

## **Minutes**

### Article 31

1. The Secretary is responsible for taking minutes of the General Members’ Meeting.

1. These minutes are worked out fourteen days after the General Members’ Meeting and are sent to all those present at the General Members’ Meeting. Other members can request the minutes of the General Members’ meeting from the Secretary.

1. The Minutes must be approved at the successive General Members’ Meeting.

1. Minutes must be kept in the Dropbox and on the hard drive for 3 years

# **Committees**

## **Structure**

### Article 31

1. The association may have committees under it.

1. Committees are set up and organised by the Board.

1. Members of a committee are accountable to the Board.

1. The committee members shall be responsible for overseeing and controlling the activities of the committees.

1. All committee members must sign a confidentiality statement upon entering the committee, in order to protect the Members

1. Committees must make an annual plan in consultation with the Board prior to the association year and must keep the Board informed throughout the year.

1. Committees must meet with the Board at least twice a year, so-called feedback moments. At meetings between the English Stream committee and the Board, the entire meeting must be spoken and written in English. It is the responsibility of the Board to organise these meetings with the committees.

1. Committees must present contracts and finances to the entire Board and must first get approval from the Board. When contracts are concluded without the approval of the entire Board, the committee is personally liable. As a result, the liability of the Corpus Board lapses.

1. The Board is responsible for informing committee members about the internal regulations.

1. Committees must find new committee members themselves and must introduce them to the Board.

1. Committee members are required to be Corpus members, with the exception of an imminent shortage of committee members

1. Each committee should aim for at least one representative per study.

### Article 32

1. ‘FeesCie’: Organizes parties and drinks and will assist the Board in organising the Gala.

1. ‘SportCie’: Provides sports-related activities established in the annual plan prior to the association year.

1. ‘EduCie’: Provides educational activities both multidisciplinary and study related and does this in consultation with teachers, so this does not conflict with the curriculum.

1. ‘English Stream’: Responsible for involving the English Stream within Corpus, organizing joint activities and activities aimed at ES.
English Stream committee should communicate ideas, requests, and complaints about Corpus from international student to the Board. Activities aimed at all paramedical students organised by FeesCie, SportCie, EduCie, AcCie, the GSA and the Board, must be communicated to international students to increase the involvement of the international students in general Corpus events.

1. Wintersportcommissie: Organizes a winter sports holiday during the spring break.

1. De Gender & Sexuality Alliance (hereafter referred to as GSA):  GSA is a group of students who believe that everyone in their school should have the freedom to be who they are, without having to be ashamed or accountable for it. In short, they are committed to making students from the LGBTQ+ community feel safe the Fontys TF. In addition, the GSA is there to inform both students and teachers about LGBTQ+. Attention is paid to important (awareness) days and activities are organised. Everyone gets the chance to ask questions via email so that there is a safe space to talk. Everything discussed in these conversations is and will remain confidential. It is not a requirement that a member of the GSA is also a member of Corpus

1. When less than four committee members are active within a committee, committees must merge. This procedure is as follows: FeesCie and EduCie merge and form AcCie, the activities committee. In this case, the educational activities will be the responsibility of the Board

# **Member Initiative**

## **Member Initiative**

### Article 33

1. The Members’ initiative is submitted to the Board for approval by means of a plan, contain at least the aim and budget of the initiative.

1. Members’ initiative that comes in the Idea Box will be discussed in the next Board meeting, the Board decides whether or not this will be realized.

1. The Members’ initiative as an activity must be submitted via the ‘Idea Box’ website by means of a script.

1. The initiator(s) is/are fully financially, organisationally, and operationally independent and responsible for the Members’ initiative.

## **Contributors**

### Article 34

1. The association gives the initiative the opportunity to use its promotion channels.

1. The initiative has the option of submitting a request for a (financial) contribution from the association.

# **Sponsorship**

## **Sponsorship**

### Article 35

1. Sponsorship is the granting of resources in cash or in kind, which are used for things that can be associated with the association or entail a consideration that can be associated with the association.

1. The Board assesses whether the sponsorship van be associated with the association.

1. An appeal can be made against this decision at the General Members’ Meeting. The Appeal must be dealt with at the next General Members’ meeting

## **Sponsor gaining**

### Article 36

1. Sponsorship is attracted by the Board or the members designated by the Board for that purpose.

1. Sponsorship must directly benefit the association for the entire amount of the sponsorship.

# **Reporting**

## **Annual Report**

### Article 37

1. At the next General Members’ Meeting, at least within three months after the end of the association year, the Chairperson reports to the General Members’ Meeting on the policy pursued in the past meeting year

1. In accordance with Article 28, the written report shall be made available to members seven days in advance.

1. The annual report contains at least the following subjects;

1. The numbers of members and the changes therein;
2. The classification of committees and their work and results;
3. The policy pursued with regard to the results thereof.

1. The annual report of each Board year must be kept in the designated folder on Dropbox and on the hard drive

## **Annual Financial Report**

### Article 38

1. At the next General Members’ Meeting, at least withing three months after the end of the association year, the Treasurer reports to the General Members’ Meeting on the finances of the association and the policy pursued in this regard of the past association year.
2. In accordance with Article 28, the written report shall be made available to members seven days in advance.
3. The annual financial report contains at least the following subject;

1. The balance sheet at the start of the association year;
2. The balance sheet at the close of the association year;
3. A statement of income and expenses;
4. An explanation of the balance sheet;
5. Per committee what came in and that what it spent.

1. It is permitted to make reservations in the annual financial report for transactions that take place during a period of five working days prior to the General Members’ Meeting.

1. The annual financial report of each Board year must be kept in the designated folder on Dropbox and the hard drive.

## **Account and Accountability**

### Article 39

1. The annual report and the annual financial report are signed by all members of the Board. If a signature of a Board Member is missing, this will be communicated to the General Members’ Meeting, stating the reasons

# **Dropbox**

## **Contributors and Tracking**

### Article 40

1. The Secretary is responsible for transferring the Dropbox to the new Board and adding the Board Members.

1. The Secretary is charged with the organizing of the Dropbox and the hard drive.

1. The Chairperson is ultimately responsible that all mandatory and important files are in the Dropbox. This includes the following documents;

1. Articles of Association
2. Internal Regulations
3. Policy Plan

1. The Dropbox should be kept for at least three years with all added files.

1. All minutes of General Board Meeting and General Members’ Meeting must be in the Dropbox no later than three weeks of the relevant meeting.

1. The Secretary oversees the minutes of the committees, which have their own folder within the Dropbox in which they are authorized to add files.

# **Final** **Provisions**

## **Changes of the Internal Regulations**

### Article 41

1. Adoptions and amendments to these Internal Regulations are made by a resolution of the General Members’ Meeting

1. Changes to the Internal Regulations must be noted in the “Decision List” with the Board year. This document will be stored on the Dropbox and on the hard drive

1. If these Internal Regulations conflict with the Articles of Association, the latter will prevail.

## **Entry Into Effect**

### Article 42

1. These Internal Regulations and the amendments thereto come into effect on the day after the amendment has been decided by the General Members’ Meeting.